



STUDENT SUMMER WORKS PROGRAM EMPLOYER/STUDENT DECLARATION



Government
of
Saskatchewan

This form must be completed on the first day of work for, and by, each student hired through the Student Summer Works (SSW) program. Please copy this form as needed.

EMPLOYER DECLARATION (Please Print)				
Employer Name (Full Legal or Incorporated)				
Address				
City/Town		Province		Postal Code
Start Date (dd/mm/yy)		End Date (dd/mm/yy)		
I hereby declare and acknowledge that:				
<input type="checkbox"/> SSW will cover 75% of salary and benefits to a maximum of \$3,500 per full-time employment opportunity and \$2,000 per part-time employment opportunity. Any other employer expenditures such as mileage, office supplies, or room and board are the responsibility of the employer. Canada Pension Plan, Employment Insurance, and Income Tax deductions <u>must</u> be made in accordance with applicable legislation. We will only accept official payroll records, and will no longer accept copies of cheques as verification of wages paid. The student hired is at least 15 years of age, legally entitled to work in Canada, is enrolled, at the time of employment, at a secondary or post-secondary school or institution, and returning to full-time studies after the period of employment. The position is in accordance with all applicable federal and provincial labour and human rights legislation and standards. The student hired is covered by Worker's Compensation; or as an employer exempt from Worker's Compensation Legislation, the student is covered by a Private Liability Insurance Package.				
<input type="checkbox"/> As an employer, the organization will not receive duplicate funding from another Provincial or Federal Government program for the same position.				
<input type="checkbox"/> My time will be committed to the development and mentorship of the student hired in keeping with the objectives of the SSW program.				
<input type="checkbox"/> The student hired will work no less than 10 hours per week and no more than 40 hours per week, with minimum employment duration of 4 weeks.				
<input type="checkbox"/> Funding is provided by the Ministry of the Economy and the SSW program is administered by Sask Sport Inc. All funds that are not used for salaries or MERC benefits of the approved student will be returned to Sask Sport Inc.				
<input type="checkbox"/> The Employer and Student Final Reports will be completed within 30 days of the end of the student's employment. In addition, the employer will submit copies of the payroll records for the student employed that clearly indicate salary and MERC benefit deductions. Final reports must be received no later than October 31, 2017 to be eligible to receive the final payment.				
_____ Name	_____ Title	_____ Signature	_____ Day / Month / Year	
_____ Supervisor Name *	_____ Title	_____ Signature	_____ Day / Month / Year	
*If different from employer				

Declarations must be submitted by fax or mail to:
 Student Summer Works, 1870 Lorne Street, Regina, SK S4P 2L7
 Phone: (306) 780-9308 • Fax: (306) 781-6021

STUDENT DECLARATION (Please Print)

Student's Name		Social Insurance Number	
Mailing Address			
City/Town		Province	Postal Code
Phone (Home)		Phone (Work)	
Birth Date (dd/mm/yy)		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of Educational Institution Last Attended		Field of Study	
I was a full time student during the preceding academic year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I intend to return to school full-time in the upcoming academic year: <input type="checkbox"/> Yes <input type="checkbox"/> No			
My legal status in Canada is: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other: _____			

(Optional) Please check if you are:

A person with a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	A Visible Minority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A First Nations person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	A Métis person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A Non-Status Indian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	An Inuit person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In my opinion, this position is directly related to my field of study and career objectives: Yes No

Please Explain:

STUDENT DECLARATION AND CONSENT TO COLLECT, USE AND RELEASE MY INFORMATION

I hereby declare and acknowledge that:

- The information provided in this application is complete, true and accurate;
- I am at least 15 years of age and legally entitled to work in Canada (15 year olds are required to obtain a Certificate of Completion from the Young Worker Readiness Certificate Course (YWRCC) and provide copy to SSW);
- I consent to the employer releasing my personal information to the Saskatchewan Ministry of the Economy to support the administration of SSW.
- I understand my personal information will be used to determine my eligibility for the SSW program and will be administered in accordance with the applicable privacy laws of Saskatchewan.
- The Student Final Report will be completed within 30 days of the end of my employment period.
- I consent to the Ministry of the Economy obtaining, using, and releasing personal information, as may be necessary, to any person, agency or government agency to ascertain my eligibility for the Student Summer Works program and employment services. I understand my personal information will be administered in accordance with the applicable privacy laws of Saskatchewan.

_____	_____	_____	_____
Student Name	Title	Signature	Day / Month / Year